
Mobile Data Terminal Use

423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Terminal (MDT) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Talbot Center.

423.2 POLICY

Easton Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

Members shall log on to the InterAct Mobile Application and monitor the system throughout.

423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

423.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use Policy.

Members shall not access the MDT system or applications installed on the terminal if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisor.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks or for communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

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423.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

423.5 DOCUMENTATION OF ACTIVITY

At the beginning of their shift, each officer shall log into their assigned vehicle's MDT. Once signed in, the officer shall log into the InterAct Mobile application. Officers shall verify that the application is connected to the CAD system at Talbot Center, and the GPS is active and connected.

Upon signing into the Mobile CAD application at the beginning of their shift, Officers shall assign themselves to the correct sector(s) and ensure they have the correct assigned role (supervisor, traffic officer, etc.).

Except as otherwise directed by the Shift Supervisor, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact via radio.
- (b) All activity or contact that is initiated by radio shall be documented by a dispatcher.
- (c) Members may utilize the InterAct Mobile Software to add additional details to the call for service, such as CAD narratives, violator names/vehicles, etc.

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the policeradio.

423.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond.

Members should ensure the Shift Supervisor is notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are handling a different emergency.

423.6 EQUIPMENT CONSIDERATIONS

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423.6.1 MAL-FUNCTIONING MDT

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify Talbot Center. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

A Repair Order shall be completed for any malfunctioning MDT, and forwarded to the Shift Supervisor for review. After review, the Repair Order shall be forwarded to the Support Services Commander.

423.6.2 BOMB CALLS

When investigating reports of possible bombs, members should turn off their MDTs when in close proximity of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.